

Maine Public Utilities Commission

Electronic Filing (E-filing) Procedures

NOTE: Electronic filing is not mandatory, however the Commission strongly encourages doing so for the convenience of all parties.

For archiving purposes, the Commission still requires the follow-up submission of paper originals. However the “filed” date will be the date of the electronic submission.

E-filing Instructions

- Go to the e-filing link on the Commission’s home page at <http://www.maine.gov/mpuc/> .
- Register as an e- filer. A password will be randomly generated and e-mailed directly to you upon submission of your registration. You will be allowed to change the password at any time.
- Your username will be your e-mail address.
- Every time you want to e- file, simply enter your e-mail address and your password. You will be required to supply information about what you are filing at the time of submission.
- If you forget your password, go to the e-filing log-on screen where there is a place to enter your e-mail address. Your password will then be e-mailed to you.
- After e-filing, a receipt of filing will be sent to the email address provided.
- Filenames cannot be longer than 24 characters. Please use only letters and numbers in the filename since other characters will cause an error in the file upload.
- If there is a problem with transmission, an e-mail will be sent to you advising there was an error in uploading.
- Electronic filings will be accepted in Microsoft, RTF, and PDF formats only with the exception of spreadsheets which will be accepted in either MS Excel or Lotus 123.
- No confidential materials will be accepted for filing electronically. If confidential materials are filed electronically, it will not be the responsibility of the Commission if the materials are posted on the web site.

Formatting a Document for E-filing

- Write the following statement on the top of the document to be electronically filed:
“THIS IS A VIRTUAL DUPLICATE OF THE ORIGINAL HARD COPY SUBMITTED TO THE COMMISSION IN ACCORDANCE WITH ITS ELECTRONIC FILING INSTRUCTIONS.” Note: There should be no discrepancies between what is submitted electronically and mailed.
- The original, plus one copy of the filing **MUST** be received at the Commission no later than two business days after the receipt of the electronic filing. Only the hardcopies of e-filed material will be considered part of the official record.

- Write the following text across the top of the cover letter of any hard-copy document sent by postal service after having been e-filed: “**ELECTRONICALLY SUBMITTED ON [DATE OF E-FILING SUBMISSION]**” in the cover letter. (See sample letter below.)

--SAMPLE LETTER--

Central Maine Power General Office, 83 Edison Drive, Augusta, Maine 04336

ELECTRONICALLY FILED ON (DATE)

Karen Geraghty
Administrative Director
Maine Public Utilities Commission State
House Station #18
Augusta, Maine 04333-0018

Re: Docket No. 2010 -***, *Case Description*

**THIS IS A VIRTUAL DUPLICATE OF THE ORIGINAL HARDCOPY
SUBMITTED TO THE COMMISSION IN ACCORDANCE WITH ITS
ELECTRONIC FILING INSTRUCTIONS**

Dear Ms. Geraghty:

Central Maine Power Company (CMP) requests waiver in accordance with 35 M.R.S.A. §707(3)(F) for an arrangement between CMP and XXXX Water Company whereby XXX Water Company is assisting CMP and other crews that CMP has secured for emergency storm restoration resulting from the severe wind storm that struck southern Maine over the weekend. The storm ..ETC.

--end sample letter--

Hardware/Software Requirements

The hardware and software listed here are required to effectively utilize the Virtual Case File.

Requirements:

- Netscape Navigator 4.0 or Microsoft Explorer 5.0 or above
- Adobe Acrobat Reader 4.0
- 56K modem

FAQ's (*Frequently Asked Questions*)

Q. Does the Commission still require original and 6 copies of a filing?

A. No. The Commission only requires the original and one (1) copy. The original is a requirement for the official case file at the Commission.

Q. Do I still have to serve the parties to a case? (*"Serve the parties" means to distribute your filing to the people who are on a list as either following the case or officially intervening in it.*)

A. Yes. All parties still need to be served with your filing. It is not the responsibility of the Commission. You can obtain a list of parties to the case by calling 207-287-3831 or emailing maine.puc@maine.gov.

Q. How do I know my filing was received?

A. An e-mail *receipt* will automatically be sent when your filing has been received at the Commission.

Q. For scanning accuracy, would it help to use a particular typeface or font?

A. Yes. If you are not filing electronically which means the Commission will have to scan your documents, please use either Times New Roman or Arial as fonts. A font size of 12 is preferred. Note: All scanning difficulties can be eliminated by submitting documents electronically.

Q. What about filings with documents that are larger than standard such as maps or blueprints? How will those be handled if filed electronically? How will those be handled if filed in paper form?

A. If filed electronically using Word, Excel or Lotus, such documents will be converted to .PDF and will be accessible through the Virtual Case File. Such documents filed in paper form will be stored in the original case file and a reference note placed on the virtual case file.

(updated 8/10)